UCPath Template Deep Dives
Additional Pay
April 2018
Objectives for Deep Dive Sessions

Focus on:

- Discovery and information gathering
- Understanding pre-work, post-work and hand-offs
- Process improvement

Identifying how UCPath templates, processes and workflow can optimize your business practices
Workflow Approval Routing

- At least one Approver level per template type, up to three levels depending on template
- Transaction is routed to all Approvers at that level with data permissions for that record
- Can optionally add branching by Employee Class groupings
- Workflow routing rules apply to campus as a whole
Approver Capabilities

- Approvers receive an email link to approve transaction in UCPath
- Transaction approval link also appears in Approver’s UCPath Worklist
- 1\textsuperscript{st} Level Approver can “approve” or “deny” back to Initiator with comments
- 2\textsuperscript{nd} and 3\textsuperscript{rd} Level Approvers can also “push back” to previous Approver
- Approvers can edit certain fields based on template, but transaction will be routed to another Approver for approval
- Approvers can add Ad Hoc Approvers, with Approver role and data permissions to access record
Deep Dive Sessions

Approach

• Review end-to-end process for business area
• Examine process steps to see where template Initiation and Approval can occur within process
• Review Initiator and Approver roles and knowledge/skills required
• Begin identifying Initiators and Approvers as appropriate for these activities
• Also – Identify and document further business process adaptations and external system changes that could streamline, standardize and optimize future state
Local Business Process Design - Guiding Principles

Sponsor Alignment
• Develop efficiency in end-to-end business process
• Use UCPath delivered functionality
• Minimize additional cost
• Eliminate double data entry

Diverse Campus Stakeholders
• Involve both academics and staff (at multiple levels)
• Maintain a customer focus

Disciplined Process
• Ensure implementation focus
• Use UCPath delivered templates and approval workflow
• Document decisions for clarity and commitment

Openness to Change
• Maintain enterprise-wide perspective
• Be open to process and role changes
• Be transparent with communications
Additional Pay Overview

- Additional pay is any payment that is in addition to an employee’s regular base compensation.

- Additional Pay is separated into two forms: Recurring Additional Pay & One-Time Additional Pay.

- The Recurring Additional Pay form is used for transactions such as stipends and can be submitted as either a flat dollar amount or with a goal balance.

- The One-Time Additional Pay form should be used for transactions such as STAR awards/bonuses, moving expenses, and can only be submitted as a flat dollar amount.

- Recurring Additional Pay can have a different set of approvers than One-Time Additional Pay.

- BYA/BYN individuals will be input into the system as having zero base salary pay; their compensation will be paid using the additional pay forms.
Payroll: Additional Pay

Berkeley Initiator completes appropriate HR Template

Recurring Additional Pay Form

One-Time Additional Pay Form

Workflow

Berkeley reviews and approves HR Template
Submits to UCPC

Transaction is saved to UCPath

UC Berkeley Campus

UCPath Center

UCPC processes Template